

NAVY ENLISTED PERSONNEL

I. Introduction.

Enlisted Sailors of our modern Navy have a higher level of training and education than ever before. Many of our Sailors have acquired college credits and degrees either before entering the Navy or as a result of self-development. Today the Navy requires unprecedented technical proficiency and expertise of its enlisted Sailors. Officers are tasked with leading these motivated individuals and developing them into a cohesive team with mission accomplishment as the highest priority. Given the quality and diversity of these sailors, officers will find leading them both challenging and rewarding. The trust and professionalism shared between an officer and his or her Sailors starts with an appreciation and respect for the value of these individuals and a desire to know them beyond their productivity levels. Therefore, it is essential that each officer learn all about his or her Sailors, how they are trained, and how they are advanced.

II. Classification.

This process helps the Navy select and train the right person for the right job. Classification identifies recruits in two ways, through Armed Services Vocational Aptitude Battery (ASVAB) scores and through Navy Enlisted Classifications (NECs). Classification tests measure basic aptitudes and are designed to find out how much can be learned rather than how much is already known. The ASVAB testing and classification interviews are completed at the Military Enlistment Processing Station (MEPS) in or near the recruit's hometown. In addition to these tests, a trained Navy classifier has already asked about hobbies, interests, previous job experience, education, and what the recruit thinks he or she would like to do in the Navy.

Toward the end of recruit training, an initial classification is designated by assignment to an apprenticeship (seaman, airman, fireman, etc.). NECs, however, are assigned later upon completion of schools or special training.

III. Service Schools.

Navy service schools are located at Great Lakes, IL, Memphis, TN, Norfolk, VA, Port Hueneme, CA, Gulfport, MS, and Meridian, MS, just to name a few. For some ratings, graduation from a particular service school is necessary for advancement. Selection for a service school depends on the rate, time in service, current duty assignment, school quotas, and the operational schedule of the Sailor's unit. Although service schools may be attended on a temporary additional duty (TAD) basis, most school assignments are made as a part of a permanent change of station (PCS).

The five types of enlisted service schools are:

- **Class A** - Provides the basic technical knowledge required for job performance and further specialized training. An NEC may be awarded to identify the skill.
- **Class C** - Advanced skills and techniques needed to perform a particular job are taught. An NEC may also be awarded to identify the level of skill.
- **Class E** - Designed for professional education leading to an academic degree.
- **Class F** - Trains fleet personnel who are en route to, or are members of ships' companies. Also provides individual training such as refresher, operator, maintenance, or technical training of less than 13 calendar days. A NEC is not awarded.
- **Class R** - This is the basic school that provides initial training after enlistment. "Boot camp" prepares the recruit for early adjustment to military life by inculcating basic skills and knowledge about military subjects. Class R schooling for all recruits is now conducted at Recruit Training Center, Great Lakes, IL.

** Each enlisted rating and its specialty mark is discussed and illustrated on pages 26-42 of Bluejacket's Manual.

IV. Ratings (Professional Skill).

A rating is a Navy job - a duty calling for certain skills and aptitudes. The rating of Engineman, for example, calls for sailors who are good with their hands and mechanically inclined. A paygrade (such as E-4, E-5, E-6) within a rating is called a rate or level of your rate. Thus, an engineman third class (EN3) would have a rating (skill) of engineman and a rate (rank) of third-class petty officer.

Rating Badges. Rating Badges, worn on the upper left sleeve, consist of an eagle (called a “crow”), chevrons indicating the wearer’s rate, and a specialty mark indicating rating. Scarlet service stripes, or “hashmarks,” are worn on the left sleeve below the rating badge and indicate length of service. Each stripe signifies a completion of four years of active or reserve duty. Petty officers with twelve years of service in the Navy who have fulfilled the requirements for successive awards for the Navy conduct medal wear gold rating badges and gold service stripes on their service-dress blue, dinner-dress blue, and white jackets.

VI. Enlisted Rates (Rank).

Non-rated Enlisted Personnel. Personnel in paygrades E-1 through E-3 are considered non-rated personnel. Non-rated personnel belong to one of six general apprenticeship fields. Those in paygrade E-1 do not wear any indication on their uniforms. Two diagonal stripes are worn on the upper left sleeve identify the wearer as an apprentice (E-2); three diagonal stripes are worn by an E-3. These stripes are three inches long and are worn at a 30-degree angle with the lower end of the stripe to the front of the arm. They are worn on the left sleeve of all dress and service uniforms and on winter working blue uniform but not on the peacoat, dungaree shirt, working jacket, raincoat, or blue windbreaker jacket.

<u>Field</u>	<u>Color of Stripe</u>
Seaman (SN)	Black / White
Fireman (FN)	Red
Airman (AN)	Green
Constructionman (CN)	Blue
Hospitalman (HN)	Black / White
Dentalman (DN)	Black / White

A sailor in general apprenticeship training for a specific job is called a striker – one who has been authorized to ‘strike’ or train for a particular job.

Petty Officers. Enlisted men and women who achieved paygrades of E-4 and above are considered “rated personnel” and are known as “petty officers.” On their upper left sleeve, petty officers wear a rating badge with three parts: an eagle with up-raised wings and its head facing right (popularly known as a “crow”); one or more V-shaped stripes called “chevrons,” which indicate the individual’s paygrade; and, between the eagle and the chevrons, a specialty mark representing the individual’s rating. All three parts of the rating badge are dark blue when worn on whites, but on blue uniforms the eagle and specialty mark are white and the chevrons are red. An exception is that an individual who serves for 12 consecutive years or more under conditions of good conduct wears gold chevrons instead of red, and the eagle and specialty mark are silver instead of white on his or her blue uniforms.

Rating badges are worn on all uniforms, including dungarees and coveralls (without specialty mark). Unlike nonrated personnel, petty officers do wear rating badges on their peacoats (with specialty mark) and working jackets (without specialty mark). An E-4 (PO third class) wears one chevron on his/her rating badge, an E-5 (PO second class) has two, and an E-6 (petty officer first class) has earned three.

Once a Sailor has reached chief petty officer, a rocker, or arch, is added to the rating badge. The specialty mark is centered in the space between the eagle and the upper chevron. Senior chief petty officers also have a single silver star, centered above the eagle’s head while master chief petty officers have two silver stars arranged horizontally above the eagle’s wingtips.

Sailors in paygrades E-4 through E-6 can be addressed as “Petty Officer (name)” or “Hospital Corpsman Third Class (name)” or simply HM3 (name). Chief Petty Officers are always referred to as “Chief”, “Senior Chief”, or “Master Chief”. The term petty officer applies to any Sailor from petty officer third class to master chief petty officer. Examples of a rating badge and all specialty marks are located in The Bluejackets’ Manual.

VII. Enlisted Advancement.

Chief of Naval Personnel determines how many candidates can be advanced, or promoted, in each pay grade, from E-4 to E-9. Information for E-4 through E-6 is sent to Naval Educational and Training Program Development Training Center (NETPDTC) Pensacola, FL. E-7 through E-9 advancement requirements sent to selection boards in the form of quotas per pay grade in each rating are based on manning requirements and projected losses due to retirements, discharges, advancements, deaths, etc.

All Navy-wide advancement exams have 150 multiple-choice questions, each with a choice of four answers. The exams are given on the same day, worldwide, for each pay grade to minimize any compromise and to give every candidate an equal opportunity for advancement. Once it has been determined which E-4 through E-9 candidates have been selected for advancement, NETPDTC messages and mails advancement results to commands.

The most important requirement in the enlisted advancement system is the CO's recommendation of individual candidates for advancement to the next pay grade. With it, each candidate has been certified to be qualified for advancement. When a CO recommends a Sailor, that means a Sailor is qualified in all respects, to assume the duties and responsibilities of the next higher pay grade, to the best of the CO's knowledge. Commanding officers are tasked by the Navy with making honest, conscientious performance evaluations and advancement recommendations. It's the CO's responsibility to recommend only those who are fully qualified.

It is assumed that each candidate for advancement knows the minimum required information, the exams are not designed to determine if a person is qualified. They do determine who are the best of the qualified candidates on the basis of should-know information and rank them in order from the best to the least-qualified. Since the Navy's enlisted advancement system is vacancy driven, not everyone can be advanced, because the number of vacancies is less than the number of qualified candidates. This process singles out those best qualified for advancement.

Final Multiple Score (FMS)

The Final Multiple Score for advancement to E-4 through E-6 consists of points awarded for the exam score, performance marks average, total active service, time in rate(TIR), awards and passed-not-advanced points. The FMS for E-7 candidates consists only of points from the exam score and performance average.

For advancement to E-4 through E-6, the FMS ultimately determines who is advanced. People who compete for each rate are ranked according to their FMS. That is, the person with the highest FMS is first followed by all the others in descending order, down to the last person, with the lowest FMS. Advancements are made starting at the top and counting down until the quota is filled.

For advancement to E-7, FMS determines who will be "selection-board eligible." Selection Boards meet once a year in Washington, D.C., to select candidates for advancement to E-7 through E-9.

All Navy personnel seeking advancement must demonstrate leadership abilities, possess sufficient military and professional knowledge and be recommended by their commanding officer.

In summation, each candidate must:

- Have the required Time In Rate.
- Demonstrate an understanding of the information in mandatory rate training manuals.
- Successfully complete service school, if required.
- Meet all appropriate citizenship or security clearance requirements for advancement in certain rates or ratings.
- Fulfill special requirements for certain ratings.
- Meet all physical readiness/body fat standards
- Meet minimum performance criteria.
- Be recommended by the commanding officer.
- Successfully compete in a Navy wide examination for advancement in rate or change in rating

With a commanding officer's approval, each selectee is advanced on the date specified by NETPDTC. All other candidates receive information about their status and their scores on the various parts of the exam.

Etiquette: United States Navy Uniforms

United States Navy Uniforms

Chief petty officers (CPO: E7-E9) and Warrant Officers (W1-W5) generally wear uniforms similar to officers. White gloves may be worn with all Formal Dress, Dinner Dress, Ceremonial Dress, and Service Dress uniforms to ceremonies and formal occasions. Consult *The Bluejackets' Manual* pp 48-58 or *US Navy Uniform Regulations* (NAVPERS 15665H) for uniform illustrations and specific rank insignia.

Formal and Dinner Dress Uniforms

The basic officer and CPO Dinner Dress are similar to midshipman Mess Dress, and enlisted (E1-E6) wear the respective dress jumper with combination covers for females and dixie cups for males. All Formal and Dinner Dress uniforms are worn with miniature decorations and medals.

-Formal Dress is prescribable year-round for formal evening functions and affairs of state for officers O6 and above - optional for all other officers. Male officers wear the white bow necktie, and female officers wear the black neck tab. Rank is embroidered on the sleeve.

The following are seasonally prescribable for official black tie functions:

-Dinner Dress Blue Jacket / White Jacket is prescribable for CPO, officers O-4 and above and optional for O3 and below. Rank insignia are on the sleeves, except male officer Dinner Dress White that is worn with hard shoulder boards.

-Dinner Dress Blue / White is worn only by enlisted personnel, and officers below O4. Officers and CPO wear the respective service coat, but enlisted E1-E6 wear the respective dress jumper and neckerchief.

Ceremonial Uniforms

These uniforms are worn by those participating in ceremonies to recognize changes in command, by personnel on official visits with honors in accordance with Navy Regulations, for ceremonial visits to foreign warships and officials, and for official affairs of state, ceremonies, and solemnities. Combination covers (dixie cups for males E1-E6) are worn. All Full Dress uniforms are worn with medals and large decorations.

-Full Dress Blue is similar to midshipman Service Dress Blue without lapel anchors. Officers and CPO wear the blue dress coat, and enlisted E1-E6 wear the blue dress jumper and neckerchief. Medals are worn with this uniform. Officers rate swords.

-Full Dress White resembles midshipman Chokers. While rank insignia are worn on the sleeve for females and enlisted personnel, male officers wear hard shoulder boards. Male enlisted E1-E6 wear black socks / shoes with Full Dress White; others wear white. Officers rate swords.

Service Uniforms: Service Dress Uniforms

-Service Dress Blue / White is prescribable for official functions when civilian dress is coat and tie. It resembles the Full Dress uniform, but ribbons are worn in lieu of medals. While Service Dress White is only prescribed for summer wear, Service Dress Blue may be worn year-round. With Service Dress White, male enlisted E1-E6 wear black socks / shoes; officers and CPO wear white.

Service Uniforms: Summer/Winter Uniforms

The following uniforms are worn for office work, watch standing, or business ashore, with either the respective combination cover or garrison cap worn with Summer Khaki and Winter Blue.

-Summer Khaki (CNT or Polywool) is worn by officers and CPO with ribbons and large pins. Collar devices indicate rank.

-Summer White (CNT) is worn by officers and enlisted with ribbons and large pins. Rank insignia are worn as follows: hard shoulder boards for officers, collar devices for CPO, and sleeve insignia for enlisted. Enlisted E1-E6 wear black socks / shoes; officers and CPO wear white.

-Winter Blue (Cotton) is worn by officers and enlisted with ribbons and large pins. Collar devices (officers, CPO) or sleeve insignia (E1-E6) indicate rank.

Working uniforms

For working uniforms, officers and CPO wear collar devices, and enlisted E1-E6 wear sleeve insignia. They are worn when other uniforms would be unsafe or become unduly soiled. Either the respective combination cover or garrison cap may be worn.

Working Khaki is identical to Summer Khaki, however no decorations are worn, and the uniform is made of cotton instead of CNT. Enlisted E1-E6 do not rate this uniform.

Winter Working Blue is identical to Winter Blue, however no ribbons are worn. Enlisted E1-E6 have rank embroidered onto the sleeve.

Dungarees are worn only by enlisted E1-E6 when other uniforms would be unsafe or become unduly soiled. The uniform consists of the white dixie cup (males) or blue garrison cap (females), long sleeve blue chambray shirt and dungaree trousers. Rank is stenciled on the sleeve.

“Poopie Suits”/ Coveralls are working uniforms worn by all officers and enlisted aboard surface vessels and submarines. Rank is embroidered or worn on the collar and warfare pins are embroidered on the left breast pocket.

Aviation Working Green are flight suits are worn by flight officers and crew with rank embroidered on the collar, and typically specialized squadron patches are worn.

ENLISTED PERSONNEL POS SIGN OFF SHEET

3/C Signatures:

Introduction and Classification: _____

Service Schools: _____

Ratings and Enlisted Rates: _____

Enlisted Advancement: _____

Etiquette: _____

2/C Signature:

Overall understanding of pro topic: _____

1/C Signature:

Overall competency and supplemental knowledge: _____